

# Florence Unified School District #1

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**FLORENCE UNIFIED SCHOOL DISTRICT NO. 1  
MINUTES OF GOVERNING BOARD WORK SESSION  
AND REGULAR BOARD MEETING  
December 4, 2013**

## **Work Session - Call to Order – 4:30 P.M.**

The Work Session was called to order by Board President Bob Dailey at 4:30 p.m. in the Poston Butte High School CTE Building, 32375 N. Gantzel Road, San Tan Valley, AZ.

## **Roll Call**

Board members present were: President Bob Dailey, Vice President Denise Guenther, Member Rose Marie Monks, and Member Jim Thomas. Also present was Superintendent, Dr. Amy Fuller. Janeane Candelaria was excused.

## **Possible correction of minutes from the November 13, 2013 Regular Board Meeting**

There were no corrections made to the minutes.

## **Possible Agenda Reorganization**

There was no reorganization of the agenda.

## **Agenda Item Clarifications**

14.1 – Suzanne Morgan requested permission for SuMMit students, on a monthly basis, to attend field trips to Hoofbeats with Heart, a nonprofit organization equine therapy facility in San Tan Valley servicing disabled students. The facility houses 22 horses on a 10 acre site, a petting zoo, and an enormous, friendly brahma bull. Students will be taught how to groom and feed horses and how to maintain their living areas. Staff can teach students about a variety of topics, including responsibility, building relationships, and good citizenship. Approximately 11 students would be attending, with 3 or 4 adult chaperones. The facility also has plenty of staff to assist and supervise.

14.2 – Craig Rudko requested out-of-state travel for himself and Ed Tech Specialist, Gabriel Carrillo, to attend the International Society for Technology in Education (ISTE) 2014 Conference in Atlanta, Georgia. ISTE is one of the largest educational technology conferences in the world, designed for educators and educational technology leaders. Their goal is to provide professional development and networking opportunities.

14.3 – Chris Knutsen presented suggested revisions to several board policies. Policy JLCB-E is a simple date change on the Immunization of Students form to reflect the 2013-2014 school year. Policies JLCD and JLCD-R relate to administering medications to students at school, requiring schools to stock two juvenile doses and two adult doses of auto-injectable epinephrine at each school site, and establishes policies, procedures and training requirements for administering this medication. In addition, it establishes procedures relating to diabetes management for students and includes a requirement that any medication administration services specified in a student's diabetes medical

# Florence Unified School District #1

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management plan must be provided. Revisions to Policies JLF and JLF-R relate to reporting child abuse and child protection due to SB1291, which now creates an exception to the law that is useful to schools. A.R.S. 13-3620(B) was revised to exempt certain incidents with minors on the playground from duty to report abuse requirements. Schools must, however, maintain a written record of the physical injury as part of the student's health record.

14.4 – Mark Lamas presented suggested revisions to Policy EBAA relating to reporting of hazards/warning systems, as per SB1290. Passage of that law made it clearer that applicators of pest control products in schools must be certified, so the policy was revised to reflect this. Mr. Lamas also presented suggested revisions to Policy EBC relating to emergencies as per SB1324, which specifically exempts and makes confidential emergency response plans (ERP). The ERP is now exempted from public records requests, however plans developed by the Superintendent will be presented annually to the Board.

14.5 – John Schreur presented a suggested revision to Policy KHA relating to public solicitations in schools, prohibiting sending text messages for solicitation purposes.

14.6 – Beverly Myers reviewed revisions to the FY2014 Expenditure Budget, noting that pursuant to A.R.S. 15-905(E), if the District has exceeded the budget limit(s) in Maintenance and Operations (M&O) or Unrestricted Capital (UNR) by more than \$100,000 or 1% of the General Budget Limit (GBL), the District is required to revise its expenditure budget on or before December 15, 2013. The budgeted expenditures in any over-budgeted fund must be reduced to not exceed the respective Budget Limit(s). Revisions made are to M&O (Fund 001) = \$42,239 and UNR (Fund 610) = \$845,618.

14.7 – Beverly Myers requested permission to obtain a line of credit from Wells Fargo Bank, as directed by the Pinal County Treasurer's Office, in compliance with the Tax Reform Act of 1986. The line of credit is designed as qualified tax-exempt obligations pursuant to Section 265 of the Internal Revenue Code of 1986.

14.8 – Beverly Myers noted that in accordance with Procurement Rule R7-2-1053A, a contract may be awarded for a service without competition if the Governing Board determines that only one reasonable source is available for the required service; claiming a Sole Source provider. She explained that Stoneware provides maintenance and support for the District's Stoneware portal, which allows for access to network resources. They are the sole proprietor for providing these services on this portal.

14.9 – Beverly Myers explained that the District's current Vision and Flexible Spending Contracts are in their final year, ending June 30, 2014. She's requesting approval for a Request for Proposal (RFP) to contract with outside firms to provide a Vision Plan and Flexible Spending Account Administration Plan with an effective date of July 1, 2014.

14.10 – Beverly Myers explained that Invoice #791353 in the amount of \$83.04 has been received for the shipment of backordered books, received on June 19, 2012. Anthem

# Florence Unified School District #1

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K-8 received the books directly from the vendor and did not prepare the necessary support documents to properly record the receipt of the books. This invoice must now be paid. She is asking permission to make the payment from the Auxiliary Operations fund.

## **Regular Board Meeting - Call to Order - 5:00 p.m.**

Mr. Dailey called the Regular Board Meeting to order at 5:00 p.m.

## **Adoption of the Agenda**

Member Rose Marie Monks moved, Member Denise Guenther seconded that the Governing Board adopt the Agenda of the December 4, 2013 Work Study Session/Regular Board Meeting. The motion carried 4-0.

## **Pledge of Allegiance to The Flag**

Mr. Dailey led the Pledge of Allegiance to The Flag.

## **Governing Board Member Reports**

Mr. Thomas hopes everyone had a great Thanksgiving, and wishes everyone a great Christmas and a happy New Year.

Mrs. Monks commented that, as a result of the state budget cuts, the challenges the District is faced with of cutting \$1.7 million from the budget is "not going to be an easy task." She continued, "Dr. Fuller, along with Meet & Confer, has worked diligently to provide options, and I hope when Dr. Fuller presents these options, all will be open-minded and stay focused on academics as a high priority." She asked everyone to continue to support the District's vision – KIDS FIRST!

Mrs. Guenther thanked the schools and mentioned that she recently toured several of them, commenting, "The culture in our schools is amazing. What a positive atmosphere we see! And our high schools are doing amazing things." She spoke briefly about the upcoming budget cuts the District faces and encouraged everyone to stay positive and to keep the welfare of the kids in mind when specific cuts are recommended.

Mr. Dailey mentioned that he also toured several schools and he spoke about how "fabulous" they are. He wants all of the great work our staff is doing to continue. He mentioned that the community has put the District in the unfortunate position of having to make dramatic budget cuts, by not supporting a tax override. He mentioned that the District and the Board will be looking at making cuts that are least harmful to kids. In closing, he mentioned that he wishes everyone a happy holiday.

## **Superintendent's Report**

Dr. Fuller thanked everyone for being present this evening and began this portion of the meeting by beginning the recognition portion of the program. She then, after the student of the month awards, commented on the State of the Schools Report, which is attached to the board agenda item. She summarized the report by saying that academically, we are making progress to meet the rigor and depth of the AZCCRS (Arizona College and Career Ready Standards). She also noted that the fiscal status of the District for FY14 is good. All projected expenditures for the remainder of this year

# Florence Unified School District #1

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have been encumbered. The District will not exceed the statutory budget limits. She noted that because capital budgets have been greatly reduced, the Capital Plan currently in place for the next five years is under review, and projects will be prioritized.

Tony Jimenez was called to the podium to introduce the Skyline Ranch K-8 Principal, Mr. Toby Haugen.

## Student Leader Report

Mr. Haugen enthusiastically introduced a young lady who he said has attended Skyline Ranch for several years - the Skyline Ranch Student Council President, Imani Nettles. She began by introducing the school Administrators – Skyline Ranch Principal, Mr. Haugen; Assistant Principal, Mrs. Potter; and Assistant Principal, Mr. Johnson. Imani then said “At my school, we like to recognize outstanding behavior and success. Our motto is Believe – Succeed – Lead.” She then explained that students who display the 6 character traits (Caring, Citizenship, Fairness, Respect, Responsibility, Trustworthiness) are awarded BARK tags. (The Skyline Ranch mascot is a bulldog.) She said BARK stands for “Be prepared, Act responsibly, Respect myself and others, and Keep on learning.” Imani explained that students who receive BARK tags are eligible for a prize drawing when the BARK tag dog pound is full. She then spoke about the many achievements and events taking place at Skyline Ranch, which include boys and girls sports, the student council's participation in both the Poston Butte and Florence High School homecoming parades, their quarterly dances, the Science Club's carne asada barbeque, and the 8<sup>th</sup> grade field trip to Biosphere 2. Imani made special mention of the 4<sup>th</sup> grade concert performance “From the Inside Out” which focused on good character, respect, keeping promises, and citizenship. She closed by saying, “At Skyline, our students, teachers and staff all, together, make it great to be a Bulldog.”

## Volunteer and Employees of the Month

Mr. Haugen introduced the Skyline Ranch Volunteer of the Month, Ms. Robin Moore. He noted that she is committed to supporting the school in any way asked. Ms. Moore has worked to get donations for the school, helped with fundraisers, and re-established the Skyline Ranch PTO. Mr. Haugen said, “Whenever I ask for her help she is there with an enthusiastic attitude. When she comes to my office, I know I'm going to laugh.” Robin Moore is a hardworking single parent who works full-time while raising a 7-year-old daughter. Mr. Haugen continued, “With all that going on in her life, she stepped-up where she saw a void. She wanted to make a difference and to bring back PTSO. She has stepped-up as PTSO President and created a full board around here that has helped our teachers and school with fundraisers and fun after-school activities. We need more parents like her!”

Next, Mr. Haugen introduced the Skyline Ranch Classified Employee of the Month, Mr. Craig Wiegand. Craig is part of the team that keeps Skyline Ranch looking great and he never leaves a job unfinished. Mr. Haugen said, “When I ask to have something done by the end of the week, it's done by the end of the day. Craig looks for ways to improve our campus.” Mr. Haugen mentioned that the work Craig does should be held up as an example for others to emulate because he embodies the characteristics any employer would love to have in their employees. “The facilities at Skyline Ranch

# Florence Unified School District #1

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sparkle!" Mr. Haugen closed by saying, "Student and staff safety is always on Craig's mind, and that shows in his commitment to maintain a clean and safe school."

Mr. Haugen then introduced the Skyline Ranch Certified Employee of the Month, Mrs. Beth Marschall. He commented that he first met Beth last April and that an introductory meeting scheduled for 15 minutes turned into a 30 minute discussion of education philosophy. He said "When she left, I was pretty sure that she was going to be a huge asset to our staff. Very early in the school year I was no longer pretty sure, I knew she was a huge asset to our staff." Mr. Haugen said that every day Beth has a smile on her face. He also said that she loves every child in her class, and shows that love by setting high expectations and holding her students accountable. "She has a passion for teaching." Mr. Haugen mentioned that Beth welcomes other teachers seeking strategies to implement in their own classrooms. "She is trustworthy, compassionate, and straightforward; most of all, she is 100% committed to the success of Skyline Ranch and the Florence Unified School District."

Assistant Superintendent Tony Jimenez then announced the Students of the Month.

## Students of the Month

Anthem –	Reagan Brown, Quade Lewis & Serina Paulson
Circle Cross –	Eric Brooks, Aniza Gallegos & Megan Woods
Copper Basin –	Amari Jackson, Abigail Kern & Trey McElroy
Florence K-8 –	Joel Arguello, Jasmine Frias & Arrabeia Bancoleta
Magma Ranch –	Gustavo Rivera, Zadie Martin & Jennifer Rodriguez
Skyline Ranch –	Dylan Eulert, Lilly Reyes & Mckele Straham
Walker Butte –	Janessa Jefferson, Kelly Kinney & Nathan Salgado
Florence High –	Cindy Felix Uriarte, Jered Wiegel & Angela Rivera
Poston Butte –	Griffin Goulakos, Quin Johnson & Alexis Marciniak
Leadership Academy –	Makayla Locker
SuMMit School –	Christian Miller

## Administrative Reports

The Board reviewed written administrative reports from Principals, Academic Achievement Directors, the Director of Exceptional Student Services, Director of Transportation and Support Services, Director of Finance, and the Assistants to the Superintendent, Tony Jimenez and Chris Knutsen.

## Call to the Public

There was one request to address the Board, from Ruben Montano, a member of the Florence Town Council. He stated his name and address and was allowed 3 minutes to speak. Mr. Montano mentioned that he is currently a member of the Florence Town Council and stated he was previously a Florence Unified School District Board Member. He recalled and informed the Board that, years ago, the Town of Florence did not have the ability to create certain community facilities so they asked the District to "share the wealth" by entering into Intergovernmental Agreements (IGAs) allowing town members the ability to share use of facilities such as the library, the pool, and the baseball field. He noted that at that time "the school carried most of the load". He noted that now

# Florence Unified School District #1

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the Town has "a little bit of money and we're looking at it in reverse". He said that the Town Council is asking that we negotiate possible lease options for the library. He thanked the Board for his opportunity to address this issue.

## **Approval of Consent Agenda**

Member Denise Guenther moved; Member Jim Thomas seconded that the Governing Board approve items #13.2 through #13.7 on the consent agenda. The motion carried 4-0. Items approved were:

- Minutes of the November 13, 2013 Work Study Session/Regular Board Meeting
- Monthly Expenditure Budget Report of the District for FY13
- Student Activities and Auxiliary Operations Cash Balance Reports
- Vouchers for signing and filing; Ratification of Vouchers signed since the last Regular Board Meeting
- Adjusting Journal Entries for Reclassification of Payroll and/or Accounts Payable Expenditures for FY13
- Human Resources/Personnel Report

## **Unfinished Business**

None.

## **New Business**

### **Field Trips for SuMMit Students to Hoofbeats with Heart**

Member Jim Thomas moved; Member Rose Marie Monks seconded that the Governing Board approve monthly field trips for SuMMit students to Hoofbeats with Heart in San Tan Valley. The motion carried 4-0.

### **Out-of-State Travel to the International Society for Technology in Education (ISTE) Conference in Atlanta, Georgia**

Member Rose Marie Monks moved; Member Jim Thomas seconded that the Governing Board approve out-of-state travel for Craig Rudko, Director of Technology and Curricular Innovation, and Gabriel Carrillo, Ed Tech Specialist, to attend the 2014 ISTE Conference in Atlanta, Georgia from June 28, 2014 to July 1, 2014. The motion carried 4-0.

### **Revisions to Board Policies JLCB-E – Immunization of Students; JLCD and JLCD-R – Medicines/Administering Medicines to Students, and JLF and JLF-R – Reporting Child Abuse/Child Protection**

Member Jim Thomas moved; Member Denise Guenther seconded that the Governing Board approve the revisions to board policies JLCB-E, JLCD, JLCD-R, JLF, and JLF-R for first presentation and posting. The motion carried 4-0.

### **Revisions to Board Policies EBAA – Reporting of Hazards/Warning Systems and EBC – Emergencies**

Member Denise Guenther moved; Member Rose Marie Monks seconded that the Governing Board approve the revisions to board policies EBAA and EBC for first presentation and posting. The motion carried 4-0.

# Florence Unified School District #1

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## **Revisions to Board Policy KHA – Public Solicitations in Schools**

Member Rose Marie Monks moved; Member Jim Thomas seconded that the Governing Board approve the revisions to board policy KHA for first presentation and posting. The motion carried 4-0.

## **Revisions to the FY2014 Expenditure Budget**

Member Jim Thomas moved; Member Denise Guenther seconded that the Governing Board approve the revisions to the FY2014 Expenditure Budget, pursuant to A.R.S. 15-905(E). The motion carried 4-0.

## **Line of Credit – Letter of Declaration**

Member Denise Guenther moved; Member Jim Thomas seconded that the Governing Board approve the annual request that Wells Fargo Bank issue a line of credit, as directed by the Pinal County Treasurer's Office, on behalf of the District. The motion carried 4-0.

## **Sole Source Provider – Stoneware**

Member Rose Marie Monks moved; Member Denise Guenther seconded that the Governing Board approve Stoneware as a Sole Source provider for the procurement of the Education Bundle Pack for upgrade protection, to provide maintenance and support for the District's Stoneware portal, which allows for access to network resources. The motion carried 4-0.

## **Request for Proposal – Vision and Flexible Spending Account Administration**

Member Denise Guenther moved; Member Rose Marie Monks seconded that the Governing Board approve the Request for Proposal to contract with outside firms to provide a Vision Plan and a Flexible Spending Account Administration Plan with an effective date of July 1, 2014. The motion carried 4-0.

## **Prior Year Expenditure – Bound to Stay Bound Books**

Member Jim Thomas moved; Member Rose Marie Monks seconded that the Governing Board approve payment of \$83.04 from the Auxiliary Operations Fund to Bound to Stay Bound Books for backordered books received in FY12 by Anthem K-8 School. The motion carried 4-0.

## **Items for Consideration**

None.

## **Executive Session – 5:45 P.M.**

Member Jim Thomas moved; Member Denise Guenther seconded that the Governing Board convene an Executive Session pursuant to A.R.S. 38-431.03(A)(3) for discussion or consultation for legal advice with its attorney regarding an Intergovernmental Agreement (IGA) with the Town of Florence and pursuant to A.R.S. 38-431.03(A)(4) for discussion or consultation with its attorney in order to consider its position and instruct its attorney regarding the IGA with the Town of Florence. The motion carried 4-0.

# Florence Unified School District #1

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## **Resume Regular Board Meeting – 6:02 P.M.**

Member Jim Thomas moved; Member Rose Marie Monks seconded that the Governing Board resume the Regular Board Meeting. The motion carried 4-0.

## **Possible Action Resulting from Executive Session**

Member Jim Thomas moved; Member Denise Guenther seconded that the Governing Board authorize Superintendent, Dr. Amy Fuller, to enter into negotiations with the Town of Florence regarding the IGA with the Town of Florence for the Library. The motion carried 4-0.

## **Items for Future Agendas**

The Governing Board will enter into Executive Session at the January 8, 2014 Regular Board Meeting to conduct the annual evaluation of the Superintendent, Dr. Amy Fuller.

## **Next Regular Board Meeting**

The next Regular Board Meeting will be January 8, 2014 at 6:30 p.m. in the Florence School District Administration Building Auditorium, 1000 S. Main Street, Florence, Arizona. The work study session will begin at 6:00 p.m.

## **Adjournment**

It was moved by Member Rose Marie Monks and seconded by Member Jim Thomas to adjourn the meeting at 6:05 p.m. The motion carried 4-0.

Submitted by:

Denise Guenther, Vice-President